



# Dover Bay: Student Guide

2024 - 2025



# BACK TO SCHOOL

Tuesday, September 3, 2024

9:30-10:30am – Grade 9 – 12

\*Report to Homeroom Class

12:00-2:00pm - Grade 8's Only

\*Grade 8's will be receive an email with the location of their homeroom class and name of their teacher prior to week one.



Dover Bay is grateful to be on the  
traditional lands of the

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DOVER BAY  
VISION

VISION

**Education that  
inspires our community to be  
KIND, CONNECTED and  
RESILIENT  
for a changing world.**



# Electronic Devices/ Cell Phones

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Things have changed with your cell phone use at schools in British Columbia!

In alignment with the Ministry of Education's directive and based on research suggesting that restricting the use of personal digital devices at school leads to improved student health, wellness, and academic focus.

Dover Bay Secondary has the following policy:

# Electronic Devices (cell Phones+)



1. Personal digital devices (including phones, smartwatches, earbuds, etc.) must be turned off or placed on airplane mode before students enter the classroom.
2. All personal digital devices should be out-of-sight for the duration of the class period, for example devices could be stored in students' lockers or bags.
3. Personal digital devices are not permitted for use during class/instructional time unless an educator has given explicit permission. This includes field trips or activities taking place during the school day.

# Electronic Devices (cell Phones+)

4. When classes are in session, students who find themselves in common areas such as hallways, locker bays, multipurpose spaces, foyer or anywhere on campus, should have their devices in airplane mode and not visible.

5. Students may use their devices during non-instructional time such as before school, lunch, after school, and during class transitions (between blocks).

6. The school is not responsible for personal digital devices that are lost, stolen, or damaged while on school property.



# Electronic Devices

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# School Supplies

Your classroom teachers will let you know what supplies you will need for their courses. It is typical for students to be prepared with the following:

- Pens
- Pencils
- Fine liner
- Binder (s) with lined paper
- Highlighter
- Gym Strip and Gym Shoes
- Calculator (Math teacher will specify)
- \*Technology – many of our classes will be using chrome books on a regular basis which are shared within classes.
- **PLEASE NOTE: school supplies are also available in the counselling area for those students that do not have access to these items.**



# Be Kind!

Do the right thing.. (In person and online)

At Dover Bay we follow the 3 R's

- **Responsible** - Accept responsibility, strive to participate, and engage appropriately in your learning.
- **Respectful** - Treat yourself, classmates, staff, parents and facilities with kindness and respect.
- **Ready to Learn** - Arrive on time prepared and expecting to learn and remain for the duration of the class or activity.



# Get Connected!

Participating in committees, clubs and teams will help build student connections and will also challenge you to reach your full potential.

**Here are some examples of clubs, committees, and teams that you could participate in:**

**Student Activities:** D&D, Eco-Club, IMPACT Club, Magic the Gathering, Model United Nations, Outdoor Education, Rainbow Alliance, Student Council, Yearbook

**Sports:** Basketball, Cross Country, Golf, Track and Field, Rugby, Soccer Ultimate, Volleyball, Wrestling



# Dover Communications

## Dover Bay Website

<https://dv.schools.sd68.bc.ca/>



## Dover Bay App

Download the Dover Bay App by going to **MySchoolDay** on the App store and selecting Dover Bay.



## Instagram



doverbayathletics  
doverbaystudentscouncil  
doverbayintramurals  
doverbaymodelun  
doverbay\_metowe  
doverbayecoclub

Daily Announcements: In case you missed them they are posted in front of the office.



# Build Resilience!

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- At Dover we want our students to be resilient and be able to bounce back when faced with adversity.
- This is easier said than done is not easy and may not always be possible.
- If your resilience is being tested – Please reach out to one of our counsellors, child and youth family support workers, or any of our staff members if you feel you need social/emotional support.



# Erase = expect respect and a safe education

- At Dover Bay, we want to be an open school where we communicate when things are not feeling right.
- If you are experiencing bullying or harassment or are aware of a situation where this is happening, let someone know.
- Don't be a bystander. You can help someone!
- Please report this to a trusted adult or use the ERASE bullying link below.



<https://www2.gov.bc.ca/gov/content/erase/help>

## DOVER BAY BELL SCHEDULE

	Mon (PLC)		Tue	Wed	Thur		Fri
8:30 - 9:	A	8:30 - 9:53	C	B	D	8:30 - 9:40	A
9:40 - 9:47	Class Change	9:53-10:00	Class Change			9:40 - 9:46	Class Change
9:47 - 10:57	B	10:00-11:25	D	A	C	9:46 -10:56	B
10:57- 11:37	Lunch	11:25 - 12:05	Lunch	Lunch	Lunch	10:56-11:23	Lunch
11:37 - 12:47	C	12:05 - 1:29	A	D	B	11:23-12:33	C
12:47 - 12:54	Class Change	1:29 - 1:36	Class Change			12:33-12:39	Class Change
12:54 - 2:05	D	1:36 - 3:00	B	C	A	12:39 - 1:50	D

# Attend and Arrive on Time

It is part of our 3 R's to be respectful, responsible and ready to learn. To ensure you are following 3 R's:

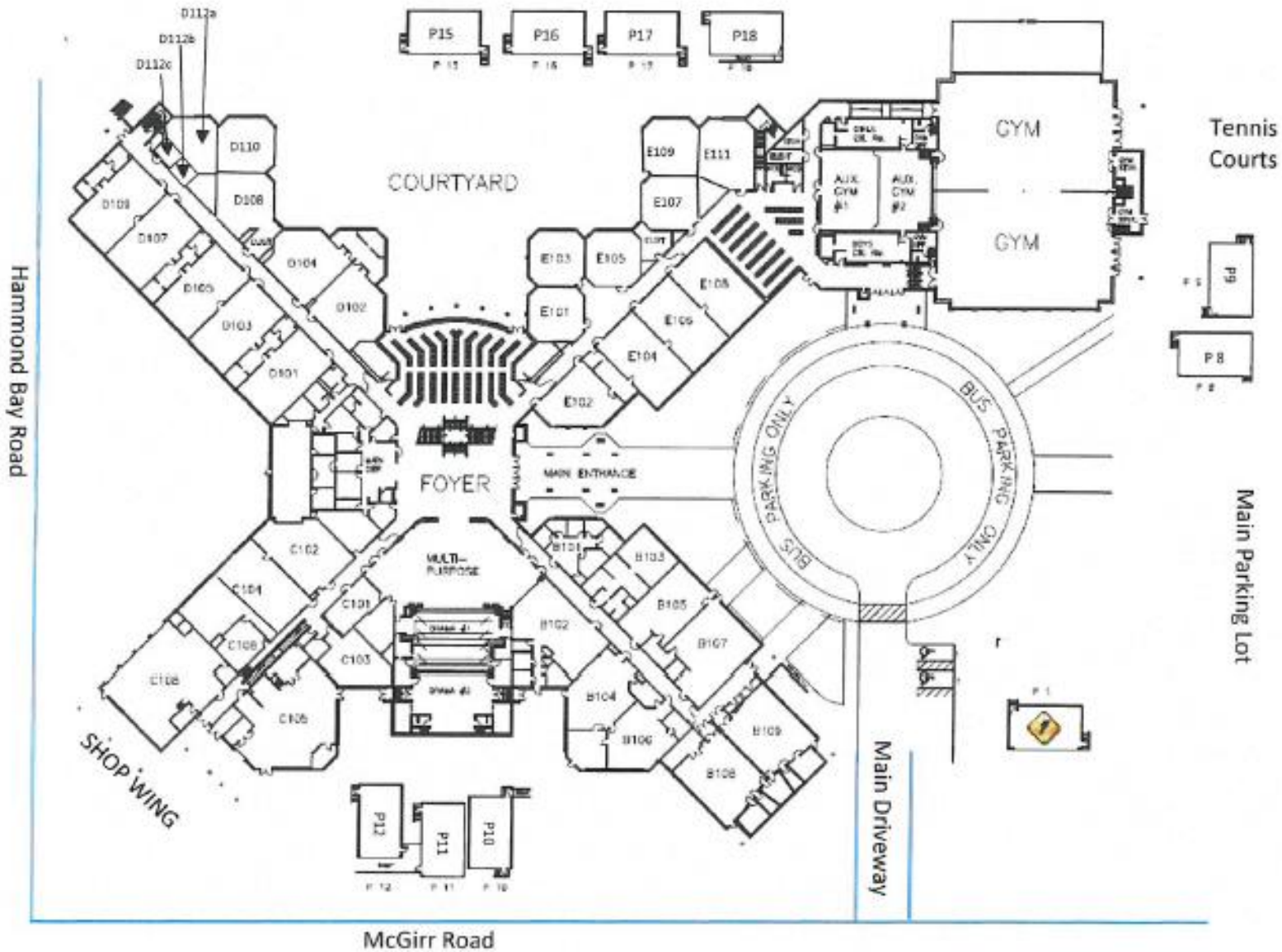
- **Be in Class!** – There is a high correlation between student success and student attendance. Dover is a school that provides in class instruction. Missing class time means you have missed experiments, instruction, conversation and other learning activities.
- **Be on Time!** – Ensure you have allowed yourself enough time to be in class by the second bell. The warning bell signals that it is time to get moving to class. ***Not a final reminder to get to class.*** It is respectful of our staff and your fellow students to be in class when the final bell rings.



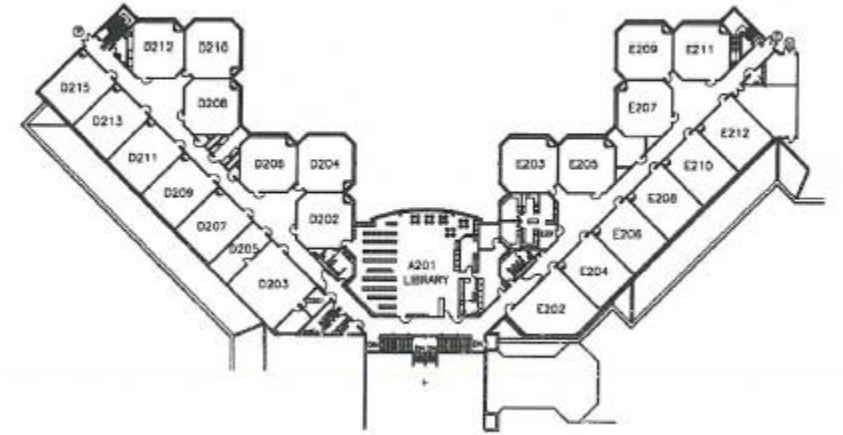


# DOVER BAY SECONDARY SCHOOL MAP

## MAIN FLOOR AND PORTABLES:



## SECOND FLOOR:



# Bikes, scooters, skateboards, long boards.

Dover Bay's environmental sustainability goal supports students walking, skating, and riding to school. **Get Active!**

- Bike racks are located near the main entrance of the building. Please dismount from your bicycle when you arrive on campus.
- Skateboards and longboards should also not be ridden on campus or in the parking lot. These items should be packed within the building and stored in a locker or in the office.
- Under no circumstances should bikes, skateboards, etc. be ridden within the school.



# Checking In and Signing Out



1. It is the responsibility of students who have appointments or legitimate reasons for absence during school hours to sign out of school (with appropriate parental approval) from the office and to check in when/if they return. A log of signed out students is kept at the office.
2. A student should have a note from their parent/guardian excusing them from class/school.
3. If a student does not have written permission to sign out from school, he/she will be asked to phone home in order to confirm their departure.

# Learn some hul'q'umi'num

While at Dover Bay take the time to learn some of the original language spoken in this area since time immemorial!

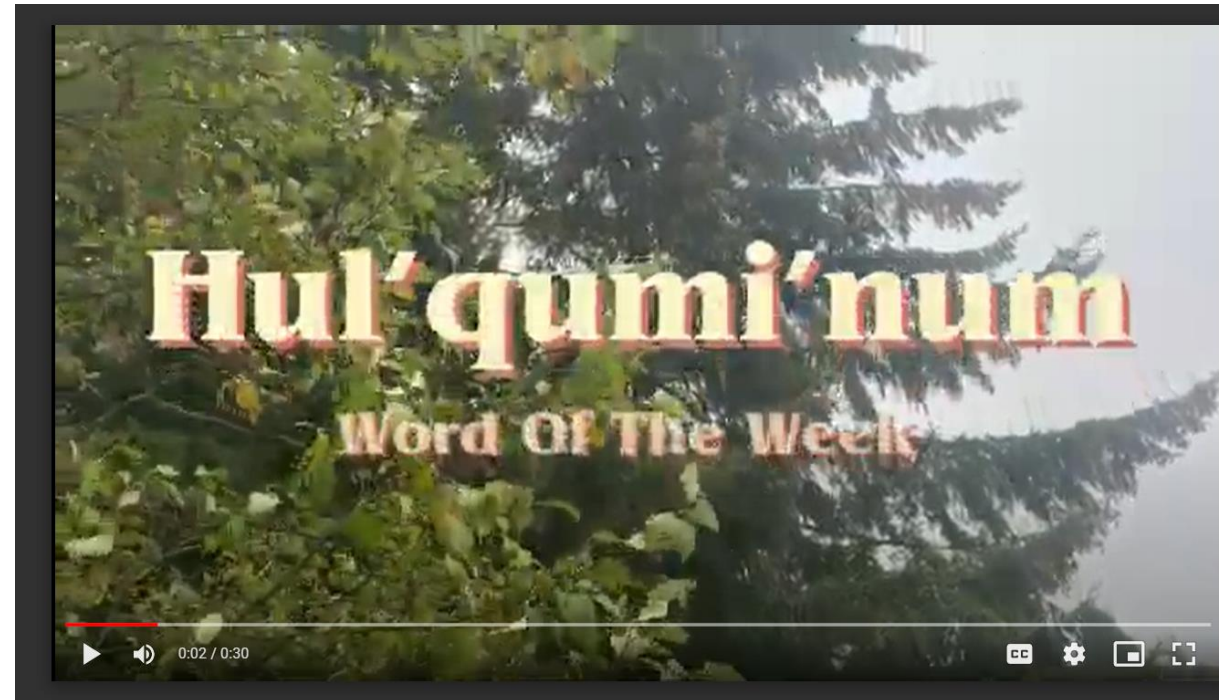
hay ch q' a – Thank- You (Singular)

hay ce:p q'u – Thank-You (Plural)

uy'netulh – good Morning

uy skweyul – good Afternoon

uy snet – good night.



<https://drive.google.com/file/d/1wwivrrugRpSI3i28J-Lbmkqn8SriuEsa/view>

# Environmental Sustainability

- Environmental Sustainability is a Dover Bay School goal and should be a focus for everyone on Earth.
- Environmental Sustainability is a huge part of making our ecological footprint on the earth smaller.
- Let's make Dover a greener campus!
- Be an active part of the solution.



# Lockers! Dover Bay has plenty of lockers to store your belongings!

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- A combination lock must be used and the combination registered with the office.
- It is your responsibility to keep the combination private.
- Lockers are school district property and are issued to students by a homeroom teacher or the office to students.
- Lockers cannot contain drugs, alcohol, and real or replica weapons or anything else that is a violation of our code of conduct.
- School administration have the right to access lockers and contents if there is a safety or code of conduct concern.



# *Personal Digital Device Restrictions*

***Research suggests that restricting the use of personal digital devices at school leads to improved student wellness and academic focus.*** The use of personal digital devices during instructional time, is limited to instructional purposes and digital literacy in a way that is appropriate to the students' age and developmental stage, under the direction of the classroom teacher. Consideration will be given to:

- accessibility and accommodation needs;
- medical and health needs;
- equity to support learning environments.

***The school team will work collaboratively with families to ensure students have the support needed to manage their device usage in a healthy and safe manner.***

# Washrooms

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- Dover Bay has a limited number of washrooms. It is recommended that teachers only allow one student out of the room at a time for the purpose of going to the washroom but recognize that this may not always be possible.
- To increase the functionality of our washrooms, please use them for their intended purpose only and not as a place to gather and socialize.
- Under no circumstances should students be eating, vaping or smoking in our washrooms.







**No Smoking  
or vaping**



**One person per  
stall at all times**



**No sitting on  
counters or floor**



**No gathering**



**No eating**

# **Dover Bay Washroom Guidelines**



# Cafeteria

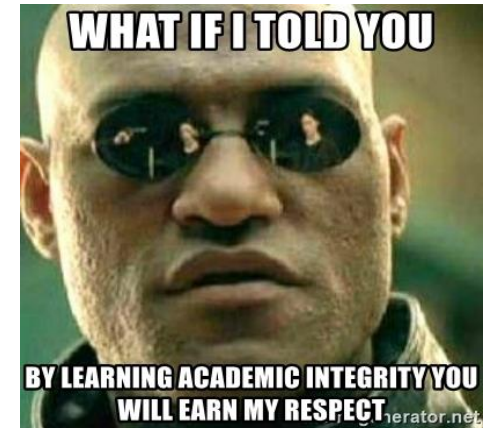
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- You are welcome to enjoy our cafeteria program which prepares delicious salads, soups, sandwiches, burgers, and other entrees.
- The menu will be available on the website, app, and specials will be announced daily.
- Students can line up in the cafeteria for service and can pay with their debit card, or cash.



# Academic Integrity

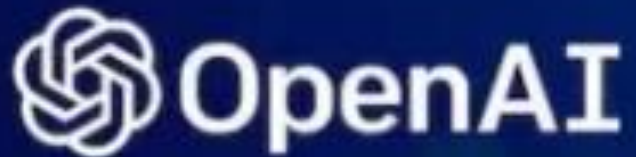
British Columbia's curriculum focusses on the Core Competencies that students need to demonstrate proficiency. These competencies include intellectual, personal and social and emotional proficiencies. You are moving into a very complicated world and more than ever you will need to be able to Know, Do and Understand.



***Make the most of your time and Dover Bay and ensure you are demonstrating academic integrity.***

- Honesty is essential to ensure a true measurement of a student's learning.
- Each assessment represents what the student knows or can do in order for the student, the teacher, and their family to have an accurate understanding of the student's progress.
- Students that are plagiarizing, cheating or misrepresenting themselves are in violation of our code of conduct. ***The process for dealing with this is outlined in the Dover Bay Code of Conduct***

# CHATGPT



ARTIFICIAL  
INTELLIGENCE  
(ChatGPT) and  
ACADEMIC INTEGRITY

**Dover Bay will be following the University of British Columbia's procedure for AI/ChatGPT**

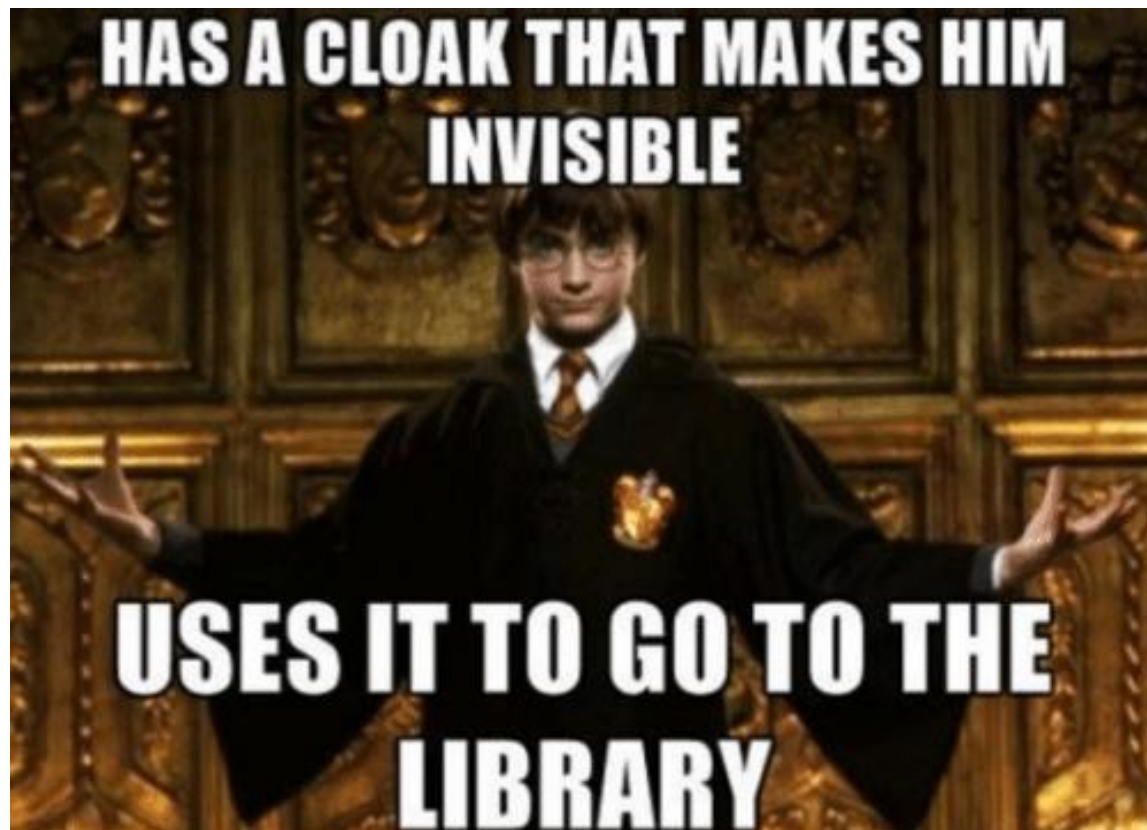
# ARTIFICIAL INTELLIGENCE (ChatGPT) and ACADEMIC INTEGRITY

- If using ChatGPT and/or generative AI tools on coursework has been **prohibited** by the instructor, then using these tools would be considered to be academic misconduct.
- If using ChatGPT and/or generative AI tools has been **permitted** by the instructor, then instructors should make sure to convey the limitations of use and how it should be acknowledged, and use should stay within those bounds.
- If the use of ChatGPT and/or generative AI tools has **not been discussed or specified** by the instructor, then it is likely to be considered as prohibited.
- Students should not assume that all available technologies are permitted. If students are not sure about whether AI tools are allowed, as with any tool, they should ask their instructor for clarity and guidance.

<https://academicintegrity.ubc.ca/chatgpt-faq/>

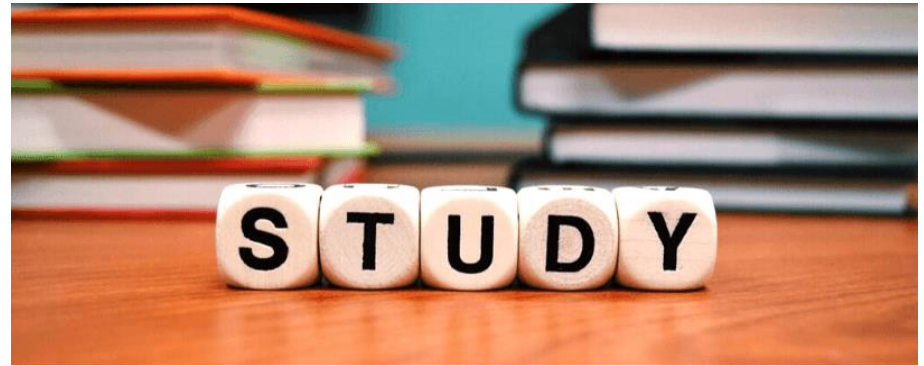
# Library Learning Commons

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Our library learning commons is a fantastic place and we hope all students make good use of it. Our teacher librarian has worked diligently to build a huge collection of resources to fulfill your reading requirements. Both fiction and non-fiction collections will support your learning needs, or simply reading for pleasure.

# STUDY BLOCKS



It is expected that all grade 11 and 12 students at Dover maintain a full time table, regardless of the number of credits already earned. Some students may have legitimate reasons for having Study Blocks to help support their educational goals.

- Grade 11: Only under special circumstances may a student have a study block with Counselling, Administration and Parents approval.
- Grade 12: Students needing support for academic course work may apply for a Study Block with Counselling, Administration and Parents approval.
- Grade 8 – 10 – All students have full timetables at these grade levels.

*Students with study blocks may work within the library, ICE Lab, MPR, or can sign out at the office.*

# APPROPRIATE ATTIRE/DRESS CODE

At Dover Bay and in Nanaimo Ladysmith Public Schools students are allowed to wear clothing of their choice as long as it conforms with the School Code of Conduct and requirements for the intended activity (Physical Health and Education, Metalwork, Woodwork etc.) and does not promote or display:

- Drugs
  - Alcohol
  - Offensive images or language (e.g. sexist, racist)
  - Or encourages discrimination
- \*Examples of clothing that should **not** be worn at school would be clothes that have marijuana images, beer/alcohol logos, Playboy logo, etc. ***Students wearing these items will be instructed to not wear them again and home contact made. Students repeatedly wearing them may have to turn them inside out, cover them up or change.***
- \*Please see NLPS Admin Procedure 352 for further information.





# Smoking and Vaping

Although Dover Bay Staff and Administration do not condone smoking, vaping, or chewing tobacco it is recognized that some of our students smoke or vape. Students please be aware that these activities are addictive and harmful to your health. The BC Lung Foundation has educative materials located here: [BC Lung Foundation: Vaping Health Education Tool Kit](#).

***Smoking and vaping is not permitted on any school district property in the province of British Columbia, and is not permitted on field trips or any events related to school.***

***Smoking and Vaping within the Dover Bay building or on campus may result in student suspension.***

***The RCMP can issue tickets for students smoking or vaping on campus or in the building.***



# Smoking Vaping Area

There is an area ***off our school campus*** near Thyme Place where students that smoke and vape can do so.

- The following rules apply to students in this area:
  - Students should not be in this area during class time.
  - Students should stay off the road and driveway.
  - Students should ensure they are not leaving garbage.
  - Students should never be involved in alcohol or substance use.



# Parking



Student parking is located in the main lot off of McGirr Rd. The first three rows closest to the building are for staff parking, students can park anywhere behind those reserved rows. Student drivers will need to get a parking pass from the office after filling in the parking request form.

Please note the following:

- Students are to park in the designated student spots.
- The parking lot is not a meeting place nor a site intended for students to loiter during the school day.
- Students are to keep the parking lot clean.
- Driving unsafely is a violation of the motor vehicles act and may result in RCMP involvement.
- Misuse of the vehicle will result in loss of parking privileges.

# Students from Other Schools

Dover Bay has approximately 1500 students, the second largest high school in Nanaimo. Only our students, staff, and approved visitors should be onsite.

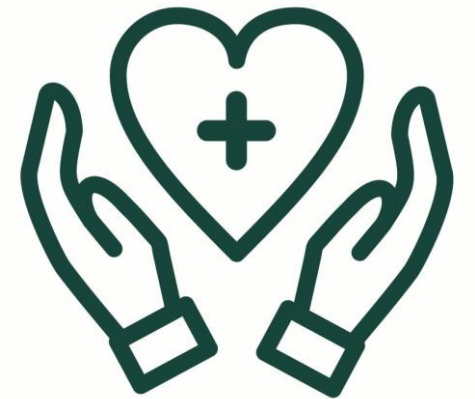
Please ensure that you do not invite friends from other schools to visit. If you see students that do not belong here, please report them to a staff member or administrator.



# STUDENT HEALTH AND MEDICAL ROOM

Students should not be in attendance if they are sick or unwell. If students were to become unwell at school, they can get permission from their teacher to leave the classroom and go to the Medical/Sick room, located in the office, where the office staff will assist them. If they do not feel well enough to return to their class, they will then be asked to contact their parents/guardians before they are allowed to go home. *First aid support is for emergent needs and not regular medical support.*

**Note:** Students leaving the classroom because of illness must report immediately to the office.



# Theft

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Unfortunately, theft is a fairly common occurrence at school. It is very important that you look after your belongings and do not let them out of your sight, or leave them in an unsecured location.

Students that are considering theft, keep in mind that your fellow students do not appreciate or respect students that are taking their belongings.

There are a few things you can do to keep your items safe:

- Do not share your locker combination with others.
- Do not leave your belongings in a gym locker without locking it. (Shoes and Phones are the big targets)
- Do not bring large sums of money to school.
- Do not leave the gym locker door open, ajar.



# SCHOOL EMERGENCY CLOSURE

School may be cancelled or delayed in case of snow, extreme cold or other emergency situations.

When the weather is bad, but school is open, parents/guardians must make a family decision regarding attendance or late arrival for their children. A personal contact by the parent/guardian or a written note will excuse a student's late arrival or absence during these conditions.

Is my child's school closed? Tune in to one of the following radio stations by 7 a.m. on the day of the closure. Please do not call the radio station—tune in and listen for the announcements, which will be made on a regular basis.

**CKWV 102.3 FM (WAVE) CHWF106.9 FM (WOLF)**



# Morning Drop Off and Pick Up

Dover Bay has a huge impact on our neighbouring community each morning and afternoon. If you can use active transportation to get to school that would be great. It's a healthy way to start your day and better for the planet.

If you can't walk or cycle. Leave yourself enough time to get through the traffic so you arrive to class on time. Also, please do not exit your parent's vehicle while on McGirr Rd. This is unsafe for the exiting student and creates issues for the other motorists.



- being a -  
*Good  
Neighbours*

## Let's be Good Neighbours

Dover Bay is essentially a small city plunked into the middle of the neighbourhood. Please act respectfully towards all neighbours and their property! Please represent Dover Bay when you are coming and going from our campus. This includes your conduct on the pathways and roadways in close proximity to our school. Please watch your language, conduct, and pick up after yourselves.



HAVE A GREAT  
SCHOOL  
YEAR!!

